Nursery to Parent Teachkloud App Policy

Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting on those observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share.

This policy sets out our procedures for the safe and effective use of the Teachkloud App and the management of online learning journeys, to ensure the system works to the benefit of every child, information is secure and safeguarding procedures are rigorous. The staff can upload observations, assessments, photographs and videos of the children throughout their time at Bright Start Day Nursery. We encourage parents to be as involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their children for us to enjoy and add to the assessment process. This partnership creates a journal, which grows for your child to keep.

Bright Start Day Nursery ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Welsh Curriculum, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age groups of the Welsh Curriculum.

· Each child will have a Day Nursery Keyworker allocated to them who will be responsible for the compilation of that child's Learning Journey.

· Bright Start Day Nursery uses an online Learning Journey system (Teachkloud), allowing staff and parents to access the information from any computer, mobile phone or ipad, via a personal, password-protected login.

· Staff access allows input of new observations and photos or amendment of existing observations and photos.

· Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

· Observations input into the Teachkloud App for each child's Learning Journey are moderated by the Officer and the Deputy Officer in the nursery.

· Parents logging into the system are only able to see their own child's Learning Journey.

· Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey, for example to show evidence of group working, sharing and turn taking. Parents who sign this agreement also then agree that they will not use the photos of their children, which may also contain other children, for anything other than personal use; so must not go on any social networking sites or any other type of public use.

- In the instance where a parent does not give permission for their child's photograph to be used, staff will ensure that every possible measure is taken to not include the said child in photographic evidence, with the exception of their own photos for their own journal.

· The Learning Journey is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children.

· New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.

· Observations are written in the present tense.

· In all written observations, other children are referred to by initials only.

· Teachkloud can be used as a general communication tool between Nursery and home if this is convenient for the parent. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

· Parents may also contact us through the usual channels for any other day-to-day matters, if they prefer, e.g. absence, lost property, etc.

Security

This is a completely secure system, only the Day Nursery Officer, the staff and the child's parents will have access to the child's learning journal and only parents who have signed the agreement will be able to have access to the system. The staff will only use the Day Nursery Ipads, which have been bought for this purpose, staff will NOT download the App onto any personal devices. The Ipads are to be stored overnight in a locked filing cabinet. The staff are not permitted to take the tablets home. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.

· The Teachkloud on-line Learning journey system is hosted on a secure dedicated servers based in the UK.

· Access to information stored on Teachkloud App can only be gained by a unique user id and password.

· Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

email signature: By ticking this box ☐   and emailing, you understand the policy above and give consent for your child …………………….. to be included in the nursery using the Teachkloud App as above. Parents Name:

This policy was adopted by Bright Start Day Nursery On 18/10/2023

Date to be reviewed 17.10.2024

Signed Day Nursery Officer: Rachael Rendell